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ABSTRACT

This manual is designed to provide a convenient working tool for those having questions about the applicability of the Family Educational Rights and Privacy Act (FERPA) to their work, their children, or their clients. It answers the most frequently asked questions concerning student records in the broad spectrum of education programs, explains the basic requirements of federal law concerning access to, disclosure of, and destruction of education records, makes suggestions for the creation and improvement of model policies and forms, and provides a convenient point for current reference and guidance to further resources. Separate sections of the book address requirements regarding student records as they apply in infants and toddlers programs, preschool programs, Head Start programs, post-secondary institutions, and students with disabilities. Appendices include FERPA statutes and regulations, relevant provisions from the Individuals with Disabilities Education Act, judicial decisions, and policy letters from the U.S. Department of Education concerning student records. A model notification of student rights and sample letters and forms are also included in the appendices. (CR)

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